

COUNCIL MEETING AGENDA



To: **Councillors:**

J. du T. Loubser
F. Kees
E. J. Lamprecht
D. Julius
A. Bokwana
G. Libazi
M.T.A. Swart
D.J. Julius
I.H. Ferguson
J.A. Matthysen

(Speaker)
(Acting Executive Mayor)

Ex Officio:

A. Vorster
E. Wassermann
J. Bester

(Municipal Manager)
(Director: Financial Services)
(Acting Director: Infrastructure
and Planning Services)

AGENDA FOR AN ORDINARY COUNCIL MEETING

Notice is hereby given that an **Ordinary Council meeting** of the Municipal Council of Swellendam Municipality will be **held on Thursday, 30 April 2026 at 10:00** in the **Council Chambers, Rhenius Street, Swellendam** to consider the items attached hereto.

A handwritten signature in black ink, appearing to be "J. du T. Loubser", is written over a horizontal line.

J. du T. Loubser

SPEAKER

24.04.2026

DATE

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1. OPENING AND WELCOME

2. ELECTION OF ACTING SPEAKER, IF NECESSARY

3. APPLICATION FOR LEAVE OF ABSENCE

4. MOTIONS OF JOY AND SORROW

4.1 Announcement of birthdays:

Councillor H.F. Du Rand – 01 May

4.2 Announcements of deaths by Municipal Manager

March 2026

Rita October	SWELLENDAM
Johannes Abahams	SWELLENDAM
Clarence Fritz	SWELLENDAM
Sylvia Kees	SWELLENDAM
Annthea Lotz	SWELLENDAM
Iduart Adelaar	SWELLENDAM
Andrew Persence	SWELLENDAM
Esau Jansen	SWELLENDAM
Cheslyn Sefoor	SWELLENDAM
Jacob Jacobus Arendorf	SWELLENDAM
Johannes Slingers	SWELLENDAM
Bernard Jacobs	SWELLENDAM
Maria Booysen	SWELLENDAM
Daniel Oktober	SWELLENDAM
George Jansen	SWELLENDAM
Elizabeth Afrikaner	SWELLENDAM
Hendrick Claassen	SWELLENDAM
SUURBRAAK	
Marthunis Olckers	SUURBRAAK

5. SPEECHES AND SUBMISSIONS

6. STATEMENTS AND COMMUNICATIONS BY THE SPEAKER

7. STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR

8. DISCLOSURE OF INTERESTS BY COUNCILLORS
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9. MATTERS FOR CONSIDERATION

9.1 Items submitted by officials to Council

9.1.1

Item number A77. 30.04.2026

COUNCIL RECESS: 1 JULY 2026 UNTIL 21 JULY 2026

Report prepared by

J. Etzebeth

Department

Municipal Manager

Section

Administrative Support

File reference

3/3/2/1

PURPOSE OF THE REPORT

To obtain confirmation of Council's recess from 1 July 2026 until 21 July 2026.

FACTS AND BACKGROUND

It has become customary for Council to take a brief recess from regularly scheduled meetings during the annual winter public school holidays and the report is submitted to obtain a Council resolution in this regard.

The proposed dates for the recess have been determined taking into account the school calendar for 2026 with schools closing on 26 June and re-opening on 21 July 2026.

It is suggested that the recess commences on 1 July 2026 to allow the conclusion of Council's June schedule with the Council meeting being scheduled for 30 June 2026 and that Council be back in session on 21 July 2026.

During the proposed recess, all urgent matters shall be dealt with by the Executive Mayor in consultation with the Municipal Manager, if and when required in terms of the delegations per Resolution A2374 taken on 5 June 2013, which reads as follows:

RESOLVED:

1. *That during periods of recess the Executive Mayor be delegated to exercise any power of the Council and/or its political structures, as well as designated powers, in consultation with the Municipal Manager or if the Municipal Manager is not available, the Acting Municipal Manager, Provided that:*
 - (b) *the failure to exercise such power as a matter of urgency would have a substantial detrimental impact on the municipality and/or its services; and/or its people;*
 - (c) *the delegation excludes the exercise of all powers reserved for Council in terms of Section 160 of the Constitution: Passing of By-Laws, Approval of Budget, Imposition of rates and taxes, Levies and Duties, raising of loans*

- (d) where the public interest so demands, this power be exercised after consultation with as many members of the Mayoral Committee as reasonably possible.
2. "Recess" means the period determined by Council resolution when all councillors shall be on official leave and such period shall commence at 17h00 and shall terminate at 08h00 on the dates determined.
 3. All resolutions taken by the EM during recess must be tabled at the next meeting of the Council for ratification.

LEGAL IMPLICATIONS

Constitution of the Republic of South Africa, 1996
Local Government Municipal Structures Act, 117 of 1998
Local Government Municipal Systems Act, 32 of 2000
Local Government Municipal Finance Management Act, 56 of 2003
The delegations as per resolution A2374 dated 5 June 2013.

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

To be communicated with the community on all relevant platforms.

COMMENTS FROM DEPARTMENTS

Acting Director: Corporate and Community Services

None

Director: Financial Services

None

Acting Director: Infrastructure and Planning Services

None

Municipal Manager

None

This item served on the Community and Corporate Portfolio Committee meeting held on Wednesday, 15 April 2026.

This item served on the Mayoral Committee meeting held on Wednesday, 22 April 2026.

RECOMMENDED TO COUNCIL

1. that it be confirmed that Council will be in recess from 1 July 2026 until 21 July 2026 and that during this period all urgent matters, if and when required, shall be dealt with by the Executive Mayor in consultation with the Municipal Manager in terms of the delegations per Resolution A2374 dated 5 June 2013 and that any such resolution/s taken by the Executive Mayor be tabled for ratification at the first Council meeting ensuing;
2. that the Council recess be made public on all relevant platforms.

9.1.2

Item number A78.

30.04.2026

REVISED SALGBC COLLECTIVE AGREEMENT: CONDITIONS OF SERVICE FOR THE WESTERN CAPE DIVISION

Report prepared by

J.C Kapp

Department

Corporate and Community Services

Section

Human Resource Management

File reference

3/3/2/1

PURPOSE OF THE REPORT

To request Council to take note of the revised South African Local Government Bargaining Council (SALGBC) Collective agreement on Conditions of Service applicable to the Western Cape Division.

FACTS AND BACKGROUND

The SALGBC, as the statutory bargaining council for local government, periodically concludes collective agreements regulating conditions of services within the sector.

The Western Cape Division of SALGBC has recently adopted a revised Collective Agreement on Conditions of Services. The agreement is binding on all municipalities within the Western Cape, including Swellendam Municipality, in terms of the Labour Relations Act, 66 of 1995, and is attached as **Annexure A.1**

The revised Collective Agreement introduces amendments and / or clarifications to a few existing conditions of service:

- Study Leave
- Leave of absence for obligatory course / study requirements
- Administrative measures for taking sick leave
- Acting allowance
- Long-service recognition
- Overtime

As a binding agreement, the Municipality is required to align its policies, procedures and employment practices with the provisions of the revised agreement.

The agreement shall come into operation in respect of all parties to the agreement on 1 April 2026 and shall terminate on 30 June 2029.

The implementation of the agreement may have operational and/or financial implications, which will be addressed administratively where required.

LEGAL IMPLICATIONS

The Collective Agreement is concluded in terms of the Labour Relations Act and is legally binding on the Municipality. Non-compliance may result in disputes being referred to the SALGBC.

FINANCIAL IMPLICATIONS

Administration will address, if and when required

PERSONNEL IMPLICATIONS

Applicable to all employees

COMMUNICATION IMPLICATIONS

To be communicated with all employees

COMMENTS FROM DEPARTMENTS

None

Acting Director: Corporate and Community Services

None

Director: Financial Services

None

Acting Director: Infrastructure and Planning Services

None

Municipal Manager

As per the report

This item served on the Community and Corporate Portfolio Committee meeting held on Wednesday, 15 April 2026.

This item served on the Mayoral Committee meeting held on Wednesday, 22 April 2026.

RECOMMENDED TO COUNCIL

1. that Council take note of the revised Western Cape Division's Conditions of Service Collective Agreement which came into operation on 01 April 2026.

2. that the Municipality aligns its policies, procedures and employee practices within the provisions of the revised agreement.
3. that the Human Resources Management Section inform and workshop the revised collective agreement with all employees.

9.1.3

Item number A79. 30.04.2026

BUFFELJAGSRIVIER PLANNED COMMUNITY HALL: UNDERTAKING TO THE DEPARTMENT OF DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT (DLRRD)

Prepared by the PMU Manager & Capital Programmes:

J.J. Bester

Directorate

Infrastructure Services

Section

PMU & Capital Programmes

File Number

17/5/R

PURPOSE OF THE REPORT

To inform Council of the grant application for a planned community hall in Buffeljagsrivier and confirm the commitment from the municipality in terms of the undertaking required by DLRRD.

FACTS AND BACKGROUND

The Swellendam Municipality has identified the need for a Multi-Purpose Centre/Community Hall in Buffeljagsrivier through the IDP process. The proposed site is located within Buffeljagsrivier, Swellendam Municipality, Western Cape is identified as Erf 416 in Buffeljagsrivier.



The hall will provide a focal point for community interaction, bringing residents of all ages and backgrounds together for various events like social gatherings, parties, and club meetings, which helps build strong relationships and a sense of belonging. It will offer a convenient, accessible space for various fitness and wellness activities as well as a place where workshops, after-school programs, educational seminars and learning activities for skills development can be undertaken. The facility can offer a structured, safe environment for adolescents to engage in productive activities, which can help reduce juvenile delinquency in Buffeljagsrivier. Importantly, in times of crisis or natural disasters, a community hall can be quickly converted into an emergency shelter or a medical space, providing a crucial safety net for the community.

The current building only allows for 30 people maximum, has no ablution facilities and is in an extremely dilapidated state.

The provision of a new community hall is a necessity.

DISCUSSION

The municipality compiled a technical report and submitted an application to the Department of Land Reform and Rural Development. The department is considering the application, but requires that the municipality commit to the following undertaking:

- Professional services costs (Indirect):
 - The municipality to cover the following costs:
 - Costs related to the compilation of the report and amendment thereof,
 - Specialist consultants for the investigation of the Erf in terms of geotechnical investigations and surveyor related activities.
 - The costs related process of rezoning, should it be required,
 - The cost related to the submission and approval of the building plans.
 - The DLRRD cover the following costs:
 - The costs related to stage 2 to 6 not covered by the municipality.
- Construction costs (direct):
 - The DLRRD cover all direct costs.
- The municipality to budget for the costs related to the operational and maintenance plan.
- The Council will enter into a Memorandum of Agreement with the Department in which the roles, undertakings, functions, and obligations will be set out.
- The municipality will be responsible for the provision of security related services to the facility.

LEGAL IMPLICATIONS

Constitution (Section 156)

Municipal Systems Act

Municipal Finance Management Act (MFMA)

Municipal Land Use Planning Bylaws

Spatial Development Framework (SDF)

National Building Regulations and Building Standards Act

Integrated Development Plan (IDP)

FINANCIAL IMPLICATIONS

The municipality to budget and plan for the following:

- Professional services costs (Indirect), as indicated above.
- Operational and maintenance costs.
- The provision of security related services to the facility.

PERSONNEL IMPLICATIONS

None.

COMMUNICATION IMPLICATIONS

All communication was in writing and coordinated through the Directorate: Infrastructure Services.

COMMENTS FROM DEPARTMENTS

Acting Director Corporate and Community Services

None.

Director Financial Services

None.

Acting Director Infrastructure and Planning Services

None.

Senior Manager Town Planning, Building Control and Environment

Seen from a land use perspective Buffeljagsrivier, as a community, would benefit considerably from the establishment of a well located and purpose-built Community Centre. The current facility is not fit-for-purpose and is best used for strictly for the sports club. The proposal that has been lodged is well located and designed, it can be well secured, it will be visible and will likely be well

Municipal Manager

None.

This item served on the Infrastructure and Planning Services Portfolio Committee meeting held on Wednesday, 15 April 2026.

This item served on the Mayoral Committee meeting held on Wednesday, 22 April 2026.

RECOMMENDED TO COUNCIL

1. that it be noted that a grant application for a planned community hall in Buffeljagsrivier has been submitted to the Department of Land Reform and Rural Development (DLRRD).
2. that Council confirm the municipality's commitment in terms of the following undertaking:

- 2.1 Professional services costs (Indirect): and the municipality to cover the following costs:
 - 2.1.1 Costs related to the compilation of the report and amendment thereof,
 - 2.1.2 Specialist consultants for the investigation of the erf in terms of geotechnical investigations and surveyor related activities.
 - 2.1.3 The costs related process of rezoning, should it be required,
 - 2.1.4 The cost related to the submission and approval of building plans.
- 3. that it be noted that the DLRRD covers the following costs: The costs related to stage 2 to 6 not covered by the municipality.
 - 3.1 Construction costs (direct): The DLRRD cover all direct costs.
- 4. that the municipality budget for the costs related to the operational and maintenance plan.
- 5. that Council enter into a Memorandum of Agreement with the Department in which the roles, undertakings, functions, and obligations will be set out.
- 6. that the municipality will be responsible for the provision of security related services to the facility.

9.1.4

Item number A80. 30.04.2026

FINDINGS OF THE STATE OF RIVERS MONITORING PROGRAMME

Report by the Manager Solid Waste and Environment Mr J. van Niekerk

Department	Infrastructure and Planning Services
Section	Solid Waste and Environmental Management
File Number	1/4/1/1/61

PURPOSE OF THE REPORT

To present the findings of the State of Rivers Monitoring Programme undertaken across Swellendam Municipality, including Swellendam, Suurbraak, and Barrydale towns, and to seek Council endorsement for an awareness-based approach to river stewardship.

The report further aims to:

- Provide an overview of the ecological condition of key river systems within the municipality.
- Highlight key pressures affecting river health.
- Promote awareness and shared understanding of river systems as critical natural assets.
- Support the integration of river stewardship, education, and monitoring into municipal planning processes.

FACTS AND BACKGROUND

River systems within Swellendam Municipality provide essential ecosystem services, including water supply, biodiversity support, and flood attenuation.

Grootvadersbosch Conservancy which is fully funded by the Table Mountain Fund for this project has implemented ongoing river monitoring across:

- Koringlands River (Swellendam)
- Grootvadersbosch River (Suurbraak)
- Huis River (Barrydale)

Monitoring includes SASS/miniSASS biomonitoring, basic water quality assessments, riparian vegetation assessments, and visual disturbance observations.

These reports will be updated in October 2026 and October 2027.

- The monitoring results indicate a consistent pattern across all river systems:
- Upper catchments remain in **good to excellent ecological condition**, supporting healthy ecological functioning.

- Rivers passing through urban and agricultural areas show **increasing pressures**, including invasive vegetation, litter, and urban runoff related impacts.

Despite these pressures, many systems remain in a condition where improvements are achievable through relatively small, practical interventions.

Key observations include:

- In Swellendam, the Koringlands River shows a decline in condition through the town, linked to invasive vegetation and localised disturbances and urban runoff.
- In Suurbraak, the Grootvadersbosch River remains largely in good condition, with some localised impacts such as cattle access and litter.
- In Barrydale, the upper Huis River is in excellent condition upstream, but in town the river shows increased pressures and declining river health.

The monitoring data (as reflected in the graphs and tables in the respective reports) demonstrates a clear relationship between land use, disturbance, and ecological condition.

DISCUSSION

The State of Rivers monitoring programme provides a valuable evidence base for understanding river health across the municipality.

A key finding is that many of the pressures affecting river systems are linked to everyday activities and local land-use practices, rather than large-scale or irreversible impacts. This creates a strong opportunity to improve river health through awareness, education, and shared stewardship.

The monitoring highlights that:

- Healthy river systems are still present and can be protected.
- Areas under pressure are generally still recoverable.
- Improvements can be achieved through practical, low-cost actions supported by increased awareness.

In this context, river management is best positioned as a collaborative function, where the Municipality plays a key role in:

- Raising awareness of river health and its importance.
- Supporting communities and landowners with guidance and information.
- Promoting responsible and sustainable practices near rivers.
- Making river systems more visible and valued within communities.

Key Focus Areas

The following focus areas are proposed as practical and achievable priorities:

1. **Awareness and Education:** Promote understanding of river health, ecosystem services, and the role of communities in protecting these systems.

2. **Encouraging Positive Practices:** Support simple behavioural shifts that reduce impacts on rivers, such as responsible waste management, restoring indigenous vegetation and appropriate use of riparian areas.
3. **Visibility and Stewardship:** Strengthen the visibility of rivers as valued natural assets through signage, communication, and engagement.
4. **Supportive Environmental Actions:** Implement activities such as invasive vegetation clearing and riparian restoration in ways that build awareness and local ownership.
5. **Ongoing Monitoring and Feedback:** Continue monitoring and use results as a communication tool to demonstrate trends and improvements over time.

ANNEXURE A.2:

- <https://www.gybconservancy.co.za/protecting-rivers.html>
 - State of the Rivers Report – Swellendam (Koringlands River)
 - State of the Rivers Report – Suurbraak (Grootvadersbosch River)
 - State of the Rivers Report – Barrydale (Huis River)

LEGAL IMPLICATIONS

1. The National Water Act (Act 36 of 1998) requires the protection of water resources and the prevention of pollution.
2. The National Environmental Management Act (NEMA, Act 107 of 1998) establishes a duty of care to prevent environmental degradation.
3. Promoting awareness and responsible practices supports compliance with environmental legislation and reduces the need for enforcement interventions.
4. An awareness-led approach strengthens the Municipality's ability to fulfil its environmental responsibilities in a proactive and cost-effective manner.

FINANCIAL IMPLICATIONS

1. The awareness-based approach focuses on cost-effective interventions, including:
 - a. Communication and education initiatives
 - b. Signage and outreach
 - c. Targeted environmental actions (e.g. invasive clearing, small-scale restoration)
2. Many activities can be:
 - a. Supported through partnerships and external funding
 - b. Implemented incrementally based on priority areas
3. Preventative and awareness-driven approaches reduce the need for costly large-scale rehabilitation in the future.

4. All interventions are budget dependant and GVB continues to work with external funding

PERSONNEL IMPLICATIONS

- Implementation will require coordination between:
 - Waste & Environmental Management and Community engagement functions
- Opportunities exist to:
 - Leverage partnerships with organisations such as Grootvadersbosch Conservancy
 - Involve environmental interns and graduates
 - Support local employment through small-scale environmental activities

COMMUNICATION IMPLICATIONS

Communication is central to the success of this programme.

A coordinated approach is recommended, including:

- Community awareness initiatives across Swellendam, Suurbraak, and Barrydale
- School-based environmental education programmes
- Clear and positive messaging around river stewardship
- Signage at key river access points
- Sharing monitoring results in accessible formats

This will support the development of a shared sense of custodianship and responsibility for river systems.

COMMENTS FROM DEPARTMENTS

Acting Director Corporate and Community Services

Supports the awareness-based approach to river stewardship as a practical and proactive way to protect water resources, strengthen community engagement, and promote environmental sustainability within the municipality.

Director Financial Services

Subject to availability of budget.

Acting Director, Infrastructure and Planning Services

Municipal Manager

None

Senior Manager, Town Planning, Building Control & Environment:

It is essential that the Municipality has a valid River Management Plan for all the riverine systems that run through its towns, as it facilitates access, as well as repair and maintenance actions, without needing to make specific application in terms of the NEMA legislation which can be lengthy.

This item served on the Infrastructure and Planning Services Portfolio Committee meeting held on Wednesday, 15 April 2026.

This item served on the Mayoral Committee meeting held on Wednesday, 22 April 2026.

RECOMMENDED TO COUNCIL

1. that the findings of the State of Rivers Monitoring Programme across Swellendam, Suurbrak, and Barrydale be noted and endorsed.
2. that Council support an awareness-led approach to river stewardship, focusing on education, visibility, and community engagement.
3. that river-related awareness and education initiatives be integrated into the Integrated Development Plan (IDP).
4. that ongoing monitoring and communication of river health be supported.
5. that targeted environmental actions be implemented in a manner that supports awareness and community participation.
6. that partnerships with environmental role players be strengthened to support monitoring, education, and engagement activities.
7. that a River Maintenance and Management Plan (MMP) be planned and budgeted for long term safety and health of the rivers and towns

9.1.5

Item number A81. 30.04.2026

SUPPLY CHAIN MANAGEMENT MONTHLY REPORT – MARCH 2026

Report by the Director: Financial Services:	Ms. E Wassermann
Department	Financial Services
Section	Supply Chain Management
File number	9/2/1/5

PURPOSE OF REPORT

The SCM monthly report is prepared to inform Council on key SCM monthly activities and adhere to the reporting requirements in terms of the legislative framework.

FACTS AND BACKGROUND

In terms of section 6 of the Supply Chain Management Regulations, Council has a responsibility to maintain oversight over the implementation of the Supply Chain Management Policy.

Section 36(2) of the Supply Chain Management Regulation requires that the accounting officer must record the reasons for any deviation from the procurement process and report it to the next council meeting.

DISCUSSION

The SCM monthly report for March 2026 is attached as **Annexure A.3- A.4** to enable Council to fulfil its oversight role. The report informs on the following matters:

- Procurement Statistics for the month
- Awards made above R 100 000 which was reported to National Treasury
- SCM deviations

There are no material problems with the implementation of SCM policy.

LEGAL IMPLICATIONS

- Municipal Finance Management Act, 2003
- Municipal Supply Chain Management Regulation, 2005
- Municipal Supply Chain Management Policy, 2024

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Acting Director: Corporate and Community Services

None

Director: Financial Services

None

Acting Director: Infrastructure Services

None

Municipal Manager

None

This Item served on the Finance Portfolio Committee meeting held on Wednesday, 15 April 2026.

This item served on the Mayoral Committee meeting held on Wednesday, 22 April 2026.

RECOMMENDED TO COUNCIL

1. that Council takes cognisance of the Supply Chain Management Report for March 2026 attached as **Annexure A.3 and Annexure A.4.**

9.1.6

Item number A82. 30.04.2026

FINANCIAL: APRIL 2026 UNFORSEEN AND UNAVOIDABLE BUDGET

Report from the Director Financial Services:

Ms E Wassermann

Department

Financial Services

Section

Budget

File number

5/1/1/20

PURPOSE OF THE REPORT

This report seeks approval to allocate funds from the Housing Reserve Fund for the necessary and unexpected expenses required to urgently repair 64 vandalised units in the Railton 950 Housing Project.

FACTS AND BACKGROUND

On 3 March 2026, a formal letter was submitted to the Head of the Department of Infrastructure in the Western Cape, seeking approval to access the separate housing fund for urgent repairs to 64 vandalised units within the Railton 950 Housing Project. The estimated total cost for these repairs amounts to R950,150.30.

The Department of Infrastructure granted approval to utilise the Housing Reserve Fund for the repair work on the 64 vandalised units of the Railton 950 Housing Project, as attached in **Annexure A.5**

DISCUSSION

In terms of section 29(1)–(3) of the Municipal Finance Management Act (MFMA):

The Mayor may authorise the expenditure in emergency or other exceptional circumstances for which no provision was made in an approved budget, subject to:

- It must comply with the prescribed framework;
- It may not exceed a prescribed percentage of the approved annual budget;
- It must be reported to Council at the next meeting.
- It must be appropriated in an adjustments budget;
- If the adjustments budget is not approved within 60 days, the expenditure becomes unauthorised under section 32;

Based on MFMA regulations the Mayor of a municipality may authorize expenditure in terms of Section 29 of the act only if:

- The expenditure could not have been foreseen at the time the annual budget of the municipality was approved;
- The delay in approving the expenditure:

- May result in significant financial loss;
- Disrupt or suspend essential municipal services;
- Endanger life, cause serious injury, or significant property damage;
- Prevent the municipality from instituting or defending urgent legal proceedings;

Any further delays in approving the expenditure may lead to additional vandalism and increased financial losses. Furthermore, the houses cannot be allocated to the intended beneficiaries. Based on the circumstances outlined, authorisation is sought to allocate resources from the Housing Reserve Fund for the restoration of the 64 damaged units within the Railton 950 Housing Project. It is recommended that these repairs be incorporated into the 2025/2026 Budget as follows:

Operating Expenditure

Department	Project	Item	Amount
INTEGRATED HUMAN SETTLEMENT	Repairs to Railton 950 Housing Project	Contractors: Building	R930 151
TOTAL			R930 151

LEGAL IMPLICATIONS

Municipal Finance Management Act and Regulations.

FINANCIAL IMPLICATIONS

The maintenance is financed through the Housing Development Fund Reserve in accordance with the approval issued by the Western Cape Department of Infrastructure.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS:

Acting Director: Corporate and Community Services

None

Director: Financial Services

As per the report.

Acting Director: Infrastructure Services and Planning Services

None

Municipal Manager

None

This item served on the Finance Portfolio Committee meeting held on Wednesday, 15 April 2026.

This item served on the Mayoral Committee meeting held on Wednesday, 22 April 2026.

RECOMMENDED TO COUNCIL

1. that the Executive Mayor approves the expenditure in terms of section 29 of the MFMA as follows:

Operating Expenditure

Department	Project	Item	Amount
Integrated Human Settlement	Repairs to Railton 950 Housing Project	Contractors: Building	R930 151
TOTAL			R930 151

2. that a special Adjustments Budget for unavoidable expenditure per section 29 of the MFMA be passed by Council.

9.1.7

Item number A83. 30.04.2026

SUPPLY CHAIN MANAGEMENT: QUARTERLY REPORT – MARCH 2026

Report by the Director Financial Services:

Ms. E. Wasserman

Department

Financial Services

Section

Financial Services

File number

9/2/1/5

PURPOSE OF REPORT

The SCM quarterly report is prepared to inform the Council of the key SCM quarterly activities and adhere to the reporting requirements in terms of the legislative framework.

FACTS AND BACKGROUND

In terms of section 6 of the Supply Chain Management Regulations, Council has a responsibility to maintain oversight over the implementation of the Supply Chain Management Policy.

Section 36(2) of the Supply Chain Management Regulation requires that the accounting officer must record the reasons for any deviation from the procurement process and report it to the next Council meeting.

DISCUSSION

The 3rd SCM quarterly report ending March 2026 is attached as **Annexure A.6** to enable Council to fulfil its oversight role. The report informs on the following matters:

- Progress in terms of the Procurement Plan
- Procurement Statistics for the quarter
- Awards made above R 100 000 which were reported to National Treasury
- SCM deviations
- BBBEE Awards and Local spending

There are no material problems with the implementation of the SCM policy.

LEGAL IMPLICATIONS

- Municipal Finance Management Act, 2003

- Municipal Supply Chain Management Regulation, 2005
- Municipal Supply Chain Management Policy, 2024

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Acting Director: Community and Corporate Services

None

Director: Financial Services

None

Acting Director: Infrastructure and Planning Services

None

Municipal Manager

None

This item served on the Mayoral Committee meeting held on Wednesday, 22 April 2026.

RECOMMENDED TO COUNCIL

1. that cognisance be taken of the Supply Chain Management Quarterly Report ending March 2026 for the 2025/2026 financial year, in terms of Paragraph 6(2)(a) of the SCM Regulations, 2005;
2. that the report be made public in accordance with Section 21A of the Municipal Systems Act, in terms of Paragraph 6(4) of the SCM Regulations, 2005.

MONTHLY REPORT BY THE MUNICIPAL MANAGER: APRIL 2026**MIGRATION TO NATIONAL HOUSING NEEDS REGISTER (NHNR)**

The National Department of Human Settlements has mandated that all provinces utilise the National Housing Needs Register (NHNR) as the national platform for managing housing demand. Provinces and municipalities using independent systems are instructed to migrate to the NHNR. The Western Cape Government's Minister of Infrastructure has approved the implementation of the NHNR in light of significant system enhancements since its inception, particularly the improved interface within the Housing Subsidy System. (HSS).

MUNICIPAL AUCTION

The Municipal auction of assets declared obsolete will take place on 29 April 2026 at the municipal yard.

SECURITY STAFF NOT REMUNERATED

The Municipality received a complaint from security staff employed by the company that provides security services to the Municipality about late payments to staff and allegations of staff not being PSIRA (Private Security Industry Regulations Authority) registered. Unannounced inspections of security staff by the Municipality reflected that all staff on duty had their PSIRA registration certificates. This was communicated to the complainant. The complaints on labour practices were referred to the Department of Labour, whilst the Municipality is conducting its own investigation in disparity on payment.

PROGRESS ON LED STRATEGY DEVELOPMENT

Swellendam Municipality received the draft situational analysis report needed for the drafting of a local economic development strategy. A Western Cape Provincial Steering Committee (PSC) will be held on 28 April 2026 to deliberate and verify the information to be used as a point of departure.

The purpose of the session will be to present abbreviated versions of each report, highlighting key findings and strategic considerations. This will be followed by structured discussion sessions to obtain inputs, comments, and preliminary recommendations from the PSC. These deliberations are critical to inform the refinement of the reports and to support the required preliminary approvals by the end of April 2026.

DYNARC LITIGATION

The Municipality received notification that Dynarc is proceeding with the litigation on the capital infrastructure contribution on the Pick and Pay development at the top of Station Street, Swellendam. The Municipality will be opposing the matter.

CONTRAVENTION OF SWELLENDAM MUNICIPALITY BY-LAW RELATING TO THE MANAGEMENT AND USE OF RIVERS

The Municipality issued a fine for the contravention of the Swellendam Municipality By-Law Relating to the Management and Use of Rivers. The fine is contested and the matter proceeded to court. The matter was postponed until 20 April 2026. It should be noted that the contraventions continue in the meanwhile.

ENVIRONMENTAL COMPLIANCE

The Municipality's Environmental Monitoring and Compliance Officer was "sworn-in" in September 2025. Since then (6 months) the following has been achieved:

- 18 summonses (ito. the Criminal Procedures Act – J534) have been issued for the contravention of Municipal Land Use By-Laws and or the National Building Regulations (NBRs).
- Ten (of the 18) summonses have resulted in convictions, which implies that the transgressor has paid the Admission of Guilt Fine (and has incurred a criminal record).
- Eight (of the 18) summonses are currently on the court roll (confirmed) for trial.
- Two warrants of arrest have been issued for persons who have failed to appear in court on the allocated date (one of which has since fled the country).
- Three further cases/dockets were opened directly with SAPS, as part of exploring additional enforcement avenues given the long turnaround time at the Magistrate's Court. These 3 cases comprise 7 interdependent charges - 3 of the charges are against a serving SAPS member. All 3 cases/dockets are currently on the court roll (confirmed) and are either under investigation (by SAPS itself) and/or set down for trial.
- It is noted that we also have multiple ongoing complaints / transgressions for which Compliance Notices have already been issued, and which are being actively monitored.
- The proceeds of all J534 fines are paid into the Municipal account. It is noted that the prosecutor (in conjunction with the municipal officer) can reduce the fine issued, subject to conditions and only if the parties are in agreement.

Payment of an Admission of Guilt Fine (ito. the CPA – J534) for land use and building control offences, translates automatically into a criminal record. A criminal record is valid for 10 years. A criminal record may be expunged, but only on lodgement of a formal application which is considered by the court. It is noted that a criminal record impacts directly on one's daily freedoms, and must therefore be taken very seriously, such as (inter alia): standing for public office, renewing a firearms licence, renewing a Professional Drivers Permit, applying for a visa, job applications etc.

In addition to the above the Municipality have built up a strong working relationship with the Magistrate's Court and related officials.

DELAY IN UPGRADING OF INFORMAL SETTLEMENT PROJECT, SWELLENDAM

Despite two months of engagement with the owners of livestock that occupies land within the area to be developed, the livestock owners are refusing to move to the allocated site. The owners of the livestock indicated that they would move to a camp in the Hermitage. The Municipality do not have a camp available in the Hermitage. The project remains in peril. The Municipal Manager engaged with Council's attorney and will brief MAYCO on the progress to move the affected livestock camps.

IDP AND BUDGETARY MEETINGS

The IDP and budgetary meetings are continuing within the community. All inputs will be collated and included in the IDP. Feedback will be provided to the community via ward committee feedback meetings.

TOURISM BOOKLETS

The Municipality is currently drafting the new tourism and marketing booklets for the municipal area. The booklets are to be printed in May for dissemination amongst tourism sites.

MUNICIPAL MANAGER: LEAVE

The Municipal Manager is taking her annual leave in April. Leave was granted for 7-10 April and for 28 to 30 April, a total of 8 days. The CFO will be acting as Municipal Manager during this period.

A Vorster

MUNICIPAL MANAGER

This item served on the Mayoral Committee meeting held on Wednesday, 22 April 2026.

RECOMMENDED TO COUNCIL

that cognizance be taken of the monthly report of the Municipal Manager for April 2026.

Item number A85. 30.04.2026

PROPOSED EXTENSION OF THE SLA WITH THE LOWER BREEDE RIVER CONSERVANCY TRUST

Report of the Municipal Manager: Mrs. A. Vorster

Department	Municipal Manager
Section	Municipal Manager
File number	12/2/3/43

PURPOSE OF THE REPORT

Council resolved to renew the tri-party service level agreement with the Lower Breede River Conservancy Trust up to 30 June 2026. A new three-year contract needs to be concluded.

BACKGROUND AND DISCUSSION

The Lower Breede River Conservancy Trust (LBRCT) manages the lower Breede River estuary in terms of a Service Level Agreement concluded between them and the Municipalities of Swellendam and Hessequa. Swellendam Municipality extended the contract to 30 June 2025 whilst Hessequa Municipality extended the contract to 30 June 2026. Swellendam Municipality extended the contract to 30 June 2026 via council resolution **A146/28/08/2025**.

Before agreeing to the current contract Hessequa and Swellendam municipalities did a cost analysis of what it would entail if the local authorities were to provide the same type of service. The conclusion was that the only viable option is to develop the same type of model as encapsulated by the LBRCT, only difference will be the implementing agent being the municipalities. Neither Swellendam nor Hessequa Municipality have the relevant resources to undertake this type of project as a specialized unit need to be established who should be able to implement other statutes applicable to the estuary, such as the Marine Living Resource Act MLRA (No. 18 of 1998).

CapeNature: As a parastatal of the Western Cape Government, CapeNature faced serious budget cuts and resource limitations over the past few years leading to restructuring with associated retrenchments. It is a noteworthy **concern** of this department that the model as proposed by Centre for Estuarine Research and Conservation (CERC) will in all likelihood not be sustainable especially with the various variables involved, which includes a dependency on an institution (CapeNature) which post Covid-19 have been under enormous financial pressure. One other variable is CERC's dependency on financial support from the community especially considering the economic climate we find ourselves in. During engagement with Cape Nature, they indicated that they do not have the funding to perform the service but will require full funding by the Municipality. A business plan was requested from them but has not been received to date.

During engagements Hessequa Municipality indicated that they are amenable to continue with the service of LBRCT, subject to a public participation process and legal compliance.

The current agreement is attached as **Annexure A.7 – A.8**.

LEGAL IMPLICATIONS

MFMA, Act 53 of 2003

NEMA

River Management By-Law

FINANCIAL IMPLICATIONS

As per approved budget.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

A public participation process needs to be undertaken.

COMMENTS FROM DEPARTMENTS

Acting Director: Community and Corporate Services

None

Director: Financial Services

None

Acting Director: Infrastructure and Planning Services

None

Municipal Manager

Swellendam Municipality's administration supports the renewal of the Service Level Agreement with the Conservancy Trust. Funding for the LBRCT is not a new item on the Swellendam Municipality: Operational Budget and a budget for next financial year has been submitted during the budgeting process for consideration. The continuation of the LBRCT will ensure continued service delivery as none of the municipalities at this stage has the capacity to manage the estuary with current staff and resources.

It should be noted that estuary management is not a function of B-municipalities. The boating licences are currently being advertised for public participation as part of the municipal budgetary process.

This item served on the Mayoral Committee meeting held on Wednesday, 22 April 2026.

RECOMMENDED TO COUNCIL

1. that Council supports and endorses that:
 - 1.1 the current tri-party Service Level Agreement with the Lower Breede River Conservancy Trust and the municipalities of Swellendam and Hessequa be concluded for the period 1 July 2026 to 30 June 2029.

2. that the tri-party Service Level Agreement be made public upon conclusion.

9.1.10

Item number A86. 30.04.2026

UPPER LIMITS OF TOTAL REMUNERATION PACKAGES TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS.

Report of the Director: Financial Services:	E Wassermann
Department	Financial Services
Section	Financial Services
File Number	4/5/1

Annexure A.9 – 2024-25 Replacement Notice on Upper Limits – Notice 54505

Annexure A.10 – Circular 6 – Remuneration for Senior Managers

Annexure A.11 – Upper Limits for Senior Managers 2025 – Notice 53882

Annexure A.12– Circular 5 - Review of Implementation Notice on Upper Limits.

Annexure A.13 – Upper Limits for Senior managers 2023 – Notice 50737

PURPOSE OF REPORT

To inform Council that Government Gazette 53552 of 18 December 2025, is replaced by Government Gazette 54505 of 14 April 2026, which sets the upper limits of total remuneration packages payable to municipal managers and managers directly accountable to the municipal manager, effective from 1 July 2024.

FACTS AND BACKGROUND

According to Section 72(2A) of the Local Government Municipal Systems Act of 2000, the Minister for Cooperative Governance and Traditional Affairs establishes the maximum remuneration packages for municipal managers and those directly accountable to them. Detailed information is available in the attached gazette.

The Notice takes effect from 1 July 2024 and replaces Government Gazette No 53552 as published on 18 December 2025.

An item was submitted to a Special Council meeting during January 2026, and it was resolved as follows:

1. "that the Senior Manager's total remuneration package be adjusted as per Government Gazette 53882 from 1 July 2024.
2. that the calculation of the Grade of the municipality be referred to COGTA and SALGA for confirmation.
3. that the senior managers be remunerated on grade 2 until confirmation is received on the calculation.

4. that the municipal Cellular Phone and Data Policy be amended to be in line with the new gazette of a maximum of R2500 per month.
5. that Council notes that the remote allowance will lapse on termination of the existing employment contracts. “

Subject to the council's resolution, the senior managers' total remuneration package was adjusted in line with Gazette 53882.

A letter was received from the Department of Cooperative Governance on 26 February 2026 to temporarily refrain from implementing the notice pending the finalisation of the Amendment Notice.

Any resolution of the Council, adjustments of remuneration, or other administrative measure lawfully implemented prior to the date of this circular on the basis of the Notice published on 18 December 2025 in Government Gazette No 53882 shall remain in full force and effect.

Following the letter, a new gazette was published, which recalls the 18 December 2025 gazette.

DISCUSSION

In terms of the new gazette, the municipality must determine its categorisation/grade utilising the total number of points allocated under Items 2, 3 and 4 of the Notice, which respectively consider total municipal income, total population and total municipal equitable share. The aggregated score must be applied to the categorisation/ grading table in Item 5.

Municipalities must ensure that the source data used is accurate and derived from audited financial statements (2023/24 financial year, official census data, and the applicable equitable share allocations (2023/24 financial year).

The pre-determination of municipal grades has been removed from the replacement gazette.

Determination of the grade of the municipality

Allocation	2023/2024	Points
Gross Income	R493 169 180	
Less: Transfer and Subsidies	(R107 820 718)	
Less: Construction Contracts	(R56 264 552)	
Less: Insurance Refund	(R15 362 346)	
Total Municipal Income	R313 721 564	42
Total Population	47 114	1
Equitable Share (2023/2024)	R 43 486 840	3

An extract from the audited financial statements is below:

SWELLENHAM MUNICIPALITY			
STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2024			
		Actual	
	Note	2024	2023
		R	Restated
			R
REVENUE			
Revenue from Non-exchange Transactions		212 816 118	192 929 358
Property Rates	22.	56 640 567	50 115 614
Fines, Penalties and Forfeits	23.	48 858 074	42 513 801
Transfers and Subsidies	25.	102 562 044	95 706 519
Surcharges and Taxes	26.	960 923	954 688
Service Charges	27.	3 390 680	3 313 585
Interest, Dividends and Rent on Land Earned	32.	403 829	325 152
Revenue from Exchange Transactions		280 353 063	186 314 769
Licences and Permits	24.	1 273 576	1 299 891
Transfers and Subsidies	25.	5 258 674	5 882 092
Service Charges	27.	177 523 070	153 006 150
Sales of Goods and Rendering of Services	28.	3 295 720	2 900 108
Construction Contract Revenue	29.	56 264 552	2 299 981
Income from Agency Services	30.	2 735 803	2 728 397
Rental from Fixed Assets	31.	751 033	992 735
Interest, Dividends and Rent on Land Earned	32.	14 344 553	9 537 994
Operational Revenue	33.	18 625 001	7 333 527
Gains on Disposal of Capital Assets	46.	281 081	333 897
Total Revenue		493 169 180	379 244 128
EXPENDITURE		434 113 025	327 701 615
Employee Related Costs	34.	118 864 337	108 483 920
Remuneration of Councillors	35.	5 668 078	5 607 289
Depreciation and Amortisation	36.	18 946 659	14 624 275
Impairment Losses	37.	42 877 264	36 958 476
Interest, Dividends and Rent on Land	38.	10 071 519	9 112 644
Bulk Purchases	39.	98 123 267	79 694 101
Contracted Services	40.	90 022 432	29 357 750
Inventory Consumed	41.	16 852 732	16 384 782
Transfers and Subsidies Paid	42.	1 102 117	530 350
Operating Leases	43.	742 709	335 586
Operational Costs	44.	28 165 202	25 560 914
Losses on Disposal of Capital Assets	46.	2 676 709	1 051 528
Total Expenditure		434 113 025	327 701 615
OPERATING SURPLUS / (DEFICIT) FOR THE YEAR		59 056 156	51 542 513
OTHER REVENUE / EXPENDITURE INCURRED			
Gains on Other Operations	45.	412 412	5 080 416
Losses on Other Operations	45.	(262)	-
TOTAL OTHER REVENUE / EXPENDITURE INCURRED		412 150	5 080 416
SURPLUS / (DEFICIT) FOR THE YEAR		59 468 306	56 622 929
Refer to Budget Statement for explanation of budget variances			

7



 AUDITOR GENERAL
 SOUTH AFRICA
 30 November 2024
 Auditors for the year ended 30 June 2024

Cell Phone and Data Allowance

A senior manager may, in addition to the annual total remuneration package provided for, be paid a cell phone allowance and data not exceeding R2500 per month in accordance with the applicable municipal council policy.

The municipal cellular phone and data policy currently provides an allowance of R3850 for the municipal manager and R2950 for managers reporting directly to the municipal manager. In accordance with the updated gazette, the policy will require amendment to restrict the maximum allowance to R2500.

Payment of remote allowance

The remote allowance applies to existing employee contracts. A remote allowance terminates when the employee's contract with a senior manager ends. The remote allowance applicable to Swellendam, as per Annexure A of the notice, is 4%.

Transitional provisions

If a senior manager's remuneration exceeds the applicable pay scales outlined in Items 6 and 7, the personal-to-incumbent arrangement will apply. In such instances, the senior manager will retain their current total compensation package and benefits; however, they will not be eligible for pay progression, and any adjustments to the remuneration package will be restricted to cost-of-living increases as determined by the Minister. This will remain in effect until the applicable salary scale is realigned through the normal process of establishing upper limits.

A senior manager who was remunerated at the midpoint or maximum in terms of the previous Notices, or whose remuneration falls between the notches prescribed in this Notice, must be placed, for purposes of this Notice, at the closest matching notch, being the nearest higher notch. A senior manager who was remunerated at a minimum in terms of the Previous Notices shall be placed at the minimum of this Notice.

For a senior manager to qualify for pay progression, they must have completed the full cycle of the performance management system for the 2024/25 financial year, signed a performance agreement, been assessed for the 2024/25 financial year, and complied with all requirements in terms of the Local Government: Municipal Performance Regulations for municipal managers and managers directly accountable to municipal managers, 2006.

Progression must follow the structured path from minimum-lower-midpoint-upper-maximum, subject to meeting the required years in the job and performance standard at each stage.

A senior manager to whom a waiver was granted at the midpoint, or maximum, must be placed at the closest matching notch in terms of this Notice. No waiver shall apply where a person commences a new position in the same municipality.

Minimum	Lower	Midpoint	Upper	Maximum
New appointment	1-2 yrs in job	3+ yrs in job	4+ yrs in job	5+ yrs in job
	Achieved a performance rating of 3 and above	Achieved a performance rating of 3 and above	Achieved a performance rating of 3 and above	Achieved a performance rating of 3 and above

The placement of the senior managers in terms of the April 2026 Gazette will be as follows:

Senior Managers (Grade 2)	Years in the same municipality	Upper Limits Grade 2 2024 (Notice 50737)	Placement Level	Placement (Notice 54505)	Pay Progression / Waiver	Pay Progression (Notice 54505)
Municipal Manager with 4% Remote Allowance	2+ Years	R1 368 368	Minimum	R1 560 932	Lower	R1 598 394
CFO with 4% Remote Allowance	3+ Years	R1 123 501	Minimum	R1 174 283	Lower	R1 202 466
Infrastructure Services Vacant	1-2 Years	R1 123 501	Minimum	R1 174 283	Minimum	R1 174 283
Community Services - Rural Allowance of 10% remote	5+Years (Waiver Grade 3)	R1 224 083	Upper	R1 260 877	Performance rating below 3 for the 2024/25 financial year	R1 260 877
Total		R4 839 453		R5 170 375		R5 236 020

All senior managers are eligible for pay progression. The performance management system cycle for the 2024/25 financial year has been fully completed, with performance agreements signed and assessments conducted for the period. All senior managers, except the Director of Community Services, have received a rating of 3 or higher.

Any council resolution, remuneration adjustment, or other administrative decision lawfully implemented in reliance on Government Gazette No. 53882, as published on 18 December 2025, prior to the publication of this Amendment Notice, and which was lawful and in compliance with the said Notice, shall remain valid.

LEGAL IMPLICATIONS

Municipal Systems Act, 32 of 2000
Municipal Systems Amendment Act 3 of 2022
Municipal Finance Management Act

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Acting Director: Community and Corporate Services

Not applicable.

Director: Financial Services

In terms of the previous determination of December 2025, the senior managers were remunerated as follows, based on the December 2025 pay progression and waiver:

Senior Managers (Grade 2)	Years in the same municipality	Pay Progression	Upper Limits Grade 2 (Notice 53882, Dec 2025)
Municipal Manager with 4% Remote Allowance	3+ Years	Lower	R1 598 394
CFO with 4% Remote Allowance	3+ Years	Midpoint	R1 231 325
Infrastructure Services Vacant	1-2 Years	Minimum	R1 174 283
Community Services - Rural Allowance of 10% remote	5+Years	Maximum Grade 3 (Waiver)	R1 419 621
Total			R5 423 623

It should be noted that the placement of senior managers was not applicable per the previous notice of December 2025, nor any transitional guidelines or guidelines on the implementation of the December 2025 gazette.

No further backpay is payable to the senior managers in light of the provisions provided under item 14(12) that any existing lawful council resolutions implemented in reliance on Government Gazette No. 53882 prior to the notice will remain valid.

The table below shows the comparison between the previous and the new government gazette:

Senior Managers (Grade 2)	Years in the same municipality	Upper Limits Implemented (Notice 53882 Dec 2025)	Placement Level	Placement (Notice 54505)	Pay Progression / Waiver	Pay Progression (Notice 54505)
Municipal Manager with 4% Remote Allowance	2+ Years	R1 598 394	Minimum	R1 560 932	Lower	R1 598 394

Senior Managers (Grade 2)	Years in the same municipality	Upper Limits Implemented (Notice 53882 Dec 2025)	Placement Level	Placement (Notice 54505)	Pay Progression / Waiver	Pay Progression (Notice 54505)
CFO with 4% Remote Allowance	3+ Years	R1 231 325	Minimum	R1 174 283	Lower	R1 202 466
Infrastructure Services Vacant	1-2 Years	R1 174 283	Minimum	R1 174 283	Minimum	R1 174 283
Community Services - Rural Allowance of 10% remote	5+Years	R1 419 621	Upper	R1 260 877	Performance rating below 3 for the 2024/25 financial year	R1 260 877
Total		R5 423 623		R5 170 375		R5 236 020

Considering the above, the senior managers will be remunerated in accordance with the January 2026 Council resolution, as set out in Government Gazette 53882, as indicated above.

Acting Director: Infrastructure and Planning Services

Noted.

Municipal Manager

Noted.

This item served on the Mayoral Committee meeting held on Wednesday, 22 April 2026.

RECOMMENDED TO COUNCIL

1. that Council confirm the total remuneration package paid to the senior managers as per Government Gazette 53882 from 1 July 2024.
2. that Council confirm that the total remuneration package payable to senior managers will remain the same in terms of paragraph 14(12) of the April 2026 Notice, 53552.
3. that the municipal Cellular Phone and Data Policy be amended to be in line with the new gazetted maximum of R2500 per month.
4. that Council notes that the remote allowance will lapse on termination of the existing employment contracts.

9.1.11

Item number A87. 30.04.2026

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) AND PERFORMANCE QUARTERLY REPORT FOR PERIOD ENDED 31 MARCH 2026

Report of the Municipal Manager:

Mrs A Vorster

Department:

Municipal Manager

Section:

Performance Management

File number:

2/13

PURPOSE OF REPORT

The purpose of the report is to submit to Council the Service Delivery and Budget Implementation Plan (SDBIP) and Performance Quarterly Report for the quarter ending 31 March 2026.

FACTS AND BACKGROUND

In terms of Section 52(d) of the Municipal Finance Management Act, 56 of 2003, the mayor must within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality. This report informs the council on a quarterly basis of the SDBIP and Budget.

DISCUSSION

The Top Layer SDBIP for the 2025/26 financial year was approved by the Executive Mayor on 29 May 2025. The SDBIP was submitted to Provincial and National Treasury in both electronic and hard copy format. The SDBIP was also made public by placement on the website.

The Quarterly Budget Statement and Quarter SDBIP Report are **attached as Annexure A.14 and A.15.**

The key elements can graphically be presented as follows:

1. Implementation of Budget

For the third quarter, the following are highlighted.

The total revenue excluding capital transfers and contributions budget is R560,5 million, with a year-to-date revenue of R 401,5 million.

Property rates reflect at 77,5% of the budgeted amount, while the electricity amount raised represents 72,9% of the budgeted amount. The water revenue amount represents 79,9% of the budgeted amount.

The total expenditure budget is R591,9 million and the year-to-date actual is R385,3 million which is 65,0%.

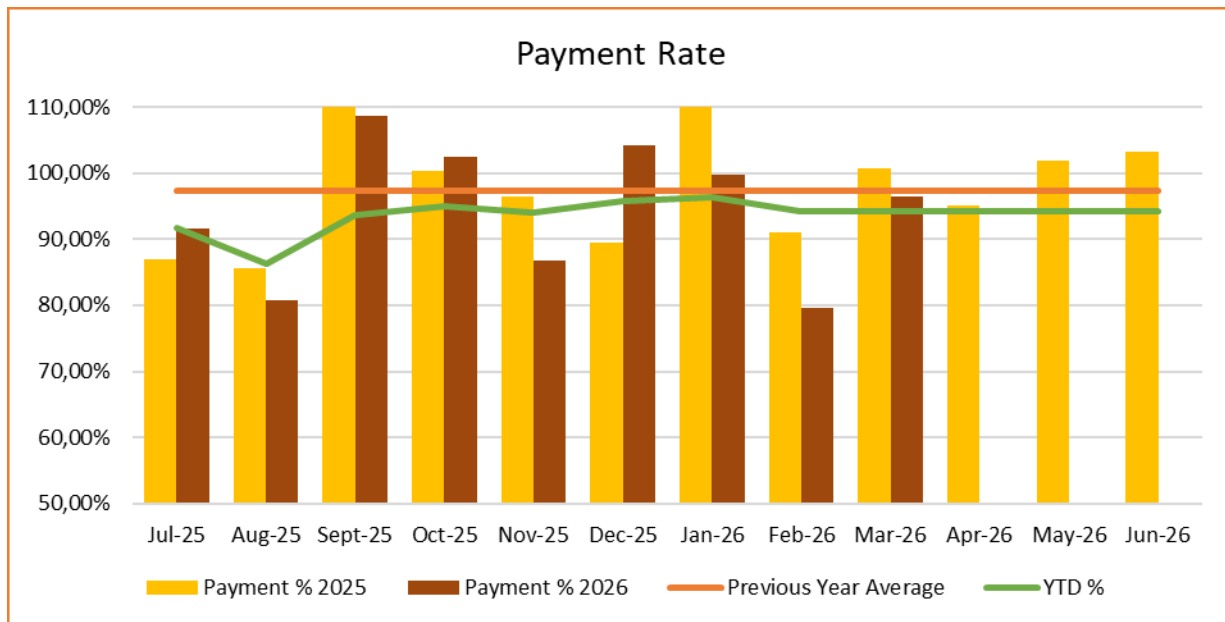
The budgeted amount for capital expenditure is R102,8 million of which R40,3 million has been expended to date, i.e. 39,2%.

The actual total cash available on 31 March 2026 amounts to R 256,0 million.

The liquidity ratio is 2.33:1, which means the Municipality can honour their short-term debt.

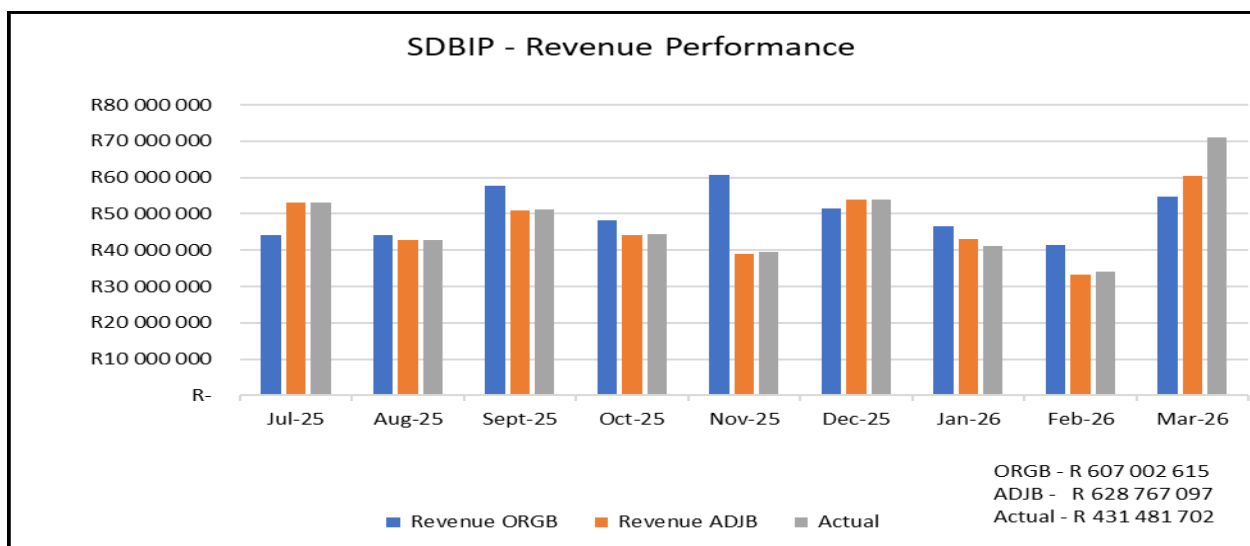
The gearing ratio is 4%, while the payment percentage of debtors are at 93,82%.

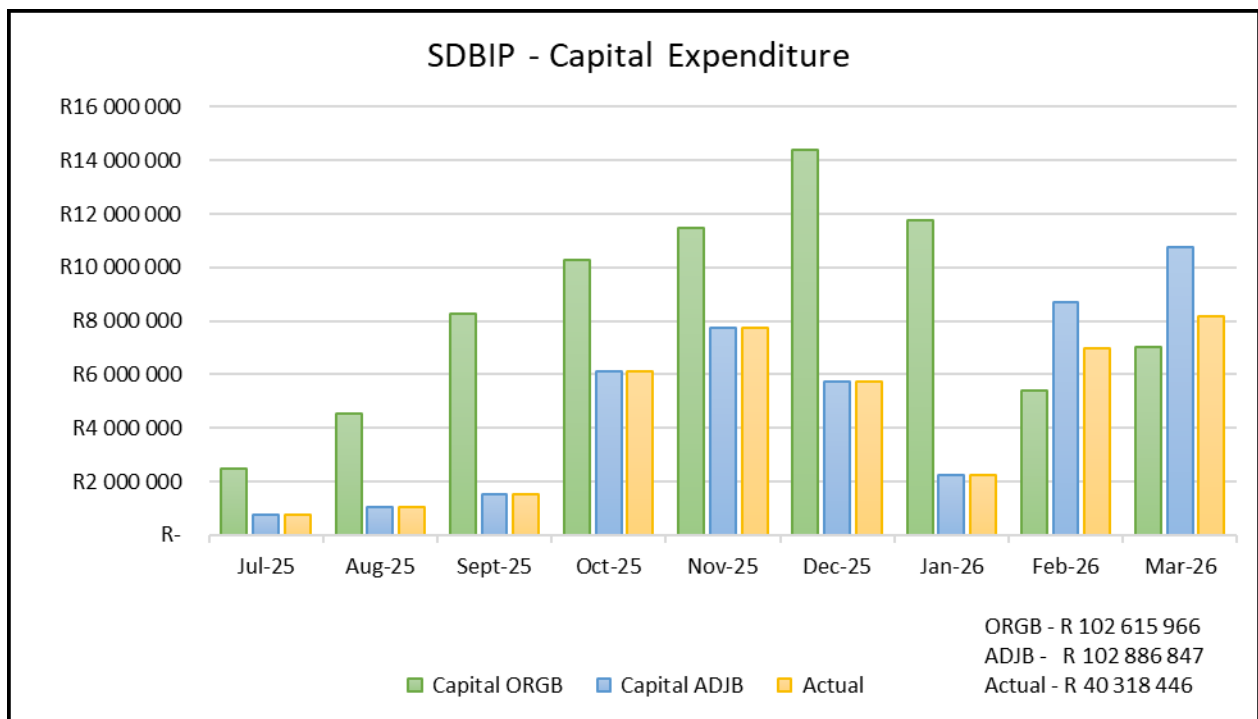
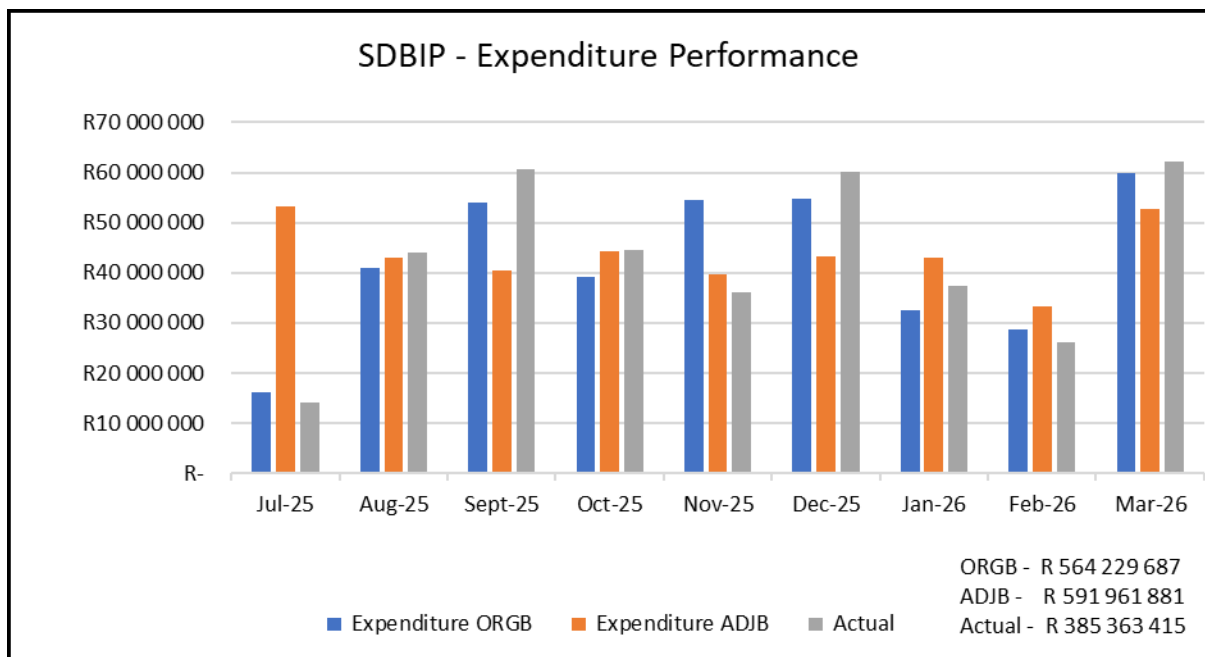
The payment rate remains under pressure with fluctuations as seen in the previous financial year. Continuous credit control actions are implemented.



2. Implementation of Performance

The performance report is attached as a separate annexure. The financial performance by month is graphically presented below:





LEGAL IMPLICATIONS

Section 52(d) of the MFMA

FINANCIAL IMPLICATIONS

No direct Financial implication.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS**Director: Community Services**

None

Director: Financial Services

None

Acting Director: Infrastructure Services

None

Municipal Manager

None

RECOMMENDED

1. that Council takes cognizance of the 2025/26 Top Layer Service Delivery and Budget Implementation Plan (SDBIP) and Performance quarterly report for the quarter ended 31 March 2026.
2. that Council takes note of the report on the implementation of the budget and financial state of affairs of the municipality for the quarter ending 31 March 2026, in terms of Section 52 (d) of the MFMA.

9.1.12

Item number A88. 30.04.2025

UPDATE ON THE DELAY IN THE UPGRADE OF SERVICES: INFORMAL SETTLEMENT, SWELLENDAM

Report by the Municipal Manager

Mrs. A. Vorster

Department

Municipal Manager

Section

Human Settlements

File Number

7/2/3/1/1

PURPOSE OF REPORT

To report to Council on the prevailing delay to commence with the block development in the Informal Settlement, Swellendam due to the refusal of livestock owners to relocate their illegally erected camps from the affected area.

FACTS AND BACKGROUND

Swellendam Municipality was allocated funds for the block development of the Informal Settlement in Swellendam. The first phase of these funds, that includes a relocation of about 152 structures within the area where services are to be installed, needs to be concluded by 30 June 2026 or funds will be lost.

The project is being delayed as there are 11 persons that erected livestock camps in the area where the services must be installed. The refusal of these 11 persons to relocate their animals is putting the project at risk.

Council previously resolved as follows:

RESOLVED

Item A59/30/04/2024

1. that the Railton Informal Settlements super-blocking approach on Remainder of Erf 1 as set out in the above report and the Annexures attached hereto be supported.
2. that an independent Liaison Committee consisting of members of the community be established.
3. that bulk meters be installed for the supply of water to the Informal Settlement area to determine water loss.
4. that residents be informed that each erf will be billed for services after the upgrading of the Informal Settlements area was completed and each erf was supplied with installed services.
5. that the approach in 4 above be applicable to the formalization of informal areas in all other towns within the municipality in future.

UNANIMOUSLY RESOLVED

Item A67/31/03/2026

1. that Council note the risk, posed by 11 persons refusing to relocate their livestock camps, to the upgrade of the Informal Settlement project.
2. that Camp 45G be allocated for lease to the 11 livestock owners at Matjoks.

3. *that, should the livestock not be relocated to Camp 45G by 1 April, the livestock be impounded.*
4. *that all efforts be made to implement the upgrade of the informal settlement, Swellendam, phase 1, by 30 June 2026.*

DISCUSSION

The Municipality's Human Settlements Division had several engagements with the representative committee for this development and with the 11 livestock owners. In question Several options for relocation were provided but refused.

In line with the date-mentioned Council resolution the Municipality is now offering Camp 45(G), which is securely fenced. A water tank will be provided at the camp. The camp is located on a portion of the land where the Municipality proposed a compost garden development. ASLA also offered a once-off feed allocation to the livestock owners. The Municipality intend to enter into a formal lease agreement with the 11 livestock owners thus formalising their farming activities and enabling them to obtain assistance from the Department of Agriculture.

It must be noted that the livestock will not be allowed to roam freely due to the risk of Foot and Mouth Disease.

Should the offer not be accepted by the due date, the Municipality had no other option than to impound the livestock and continue with the project. The Municipality however continued to engage with the owners of livestock in the Informal Settlement and on 23 April 2026 their representatives met with the Municipal Manager and Ward Councillor.

The owners of the livestock again refused the offer of the Municipality to move their one-hectare kraal to camp 45 (G) which is a three-hectare camp with water. The representatives demanded that they be availed a farm as they have 200 cattle and other livestock. During the conversation (which was recorded by the Municipal Manager) the Municipal Manager explained that there was no grazing rights afforded to the owners of the livestock and if complaints are received or the livestock is found roaming between build-up areas the livestock will be impounded, in terms of Council Policy and the regulatory measures regarding the control of foot and mouth disease.

The meeting's tone devolved into allegations of racial prejudice by the municipality and reference to the civic unrest experienced in 2023, hence the municipal manager found it obligatory to report this to Council 2023.

Both the Ward, Councillor and one of the representatives, Mr B. Sonqwenque cited the 2023 civic unrest and indicated that they wanted peace and not a repetition of 2023.

It is well known that the 2023 civic unrest and riots culminated in the destruction of the municipal head office and the setting ablaze of the Thusong Centre leading to major structural damage which resulted in the community losing access to fundamental civil services including the registration of births and deaths.

The Municipal Manager responded that peace was never one-sided, it demanded commitment from all parties involved. Reference was made by Mr Sonqwenque that a white woman was in the past responsible for killing Black people's cattle and he did not want a repetition of that. The municipality was also accused of being unwilling to provide Black people access to commonage land.

The Ward Councillor emphasised that 2023 happened because of poor communication from the Municipality's side and that the Municipality again did not engage with the owners of the livestock. This is actually not a true reflection of events as numerous engagements were facilitated by the municipality in this regard.

The Municipal Manager did emphasise that the municipality is willing to support the livestock owners by facilitation an engagement opportunity with the Department of Agriculture, the Department of Land Reform, the Suurbraak CPA and the livestock owners.

The Municipality commenced with the profiling of the affected structures. The outcome of the profiling in summary indicated that there were about 152 structures to be removed, with only about 6 foreign nationals, 3 empty shacks, 1 incomplete shack, 3 incomplete ID's and 5 tenants.

The Municipal Manager approached Council's attorney for the filing of an interdict to remove both the one-hectare kraal and the residents that are earmarked to move to enable the commencement of the project.

LEGAL IMPLICATIONS

Municipal Systems Act, 2000

Municipal Finance Management Act, 2003 (MFMA)

Occupational Health and Safety Act, 1993

Swellendam By-Law relating to the Impoundment of Animals, 2015

FINANCIAL IMPLICATIONS

The rental cost of commonage land is contained in the municipal budget and should be shared amongst the 11 livestock owners.

Should the removal of the livestock structures not happen, the project will be delayed and funding will be lost. Moreover, essential services to improve the living conditions of 152 household in the Informal Settlement such as access to water and sanitation, roads and improved refuse removal, will be lost.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

Engagement with the livestock owners as well as the Representative Committee for the Upgrading is taking place on a continuous basis.

COMMENTS FROM DEPARTMENTS

Director: Financial Services

As per report

Acting Director: Infrastructure and Planning Services

As per report

Municipal Manager

As per report

RECOMMENDED

1. that the content of the report of the Municipal Manager updating Council on the challenges facing the execution of Council Resolutions A 67 of 31 March 2026 and A 59 of 30 April 2024, be noted.
2. that Council note the prevailing risk posed by 11 persons refusing to relocate their livestock camps, to the upgrading of the Informal Settlement project.
3. that Council indicate if they want to execute the interdict, noting the reference made to 2023 or if Council wish to stop the upgrade of the Informal Settlement and return the funding to the Provincial Department of Infrastructure.
4. that should Council stop the upgrading of the Informal Settlement in Swellendam, Council convene a meeting with the residents of the Informal Settlement and provide the reasons to the community why the project will not be implemented.

9.1.13

Item number A89. 30.04.2026

REPORT IN TERMS OF THE SDBIP – IMPLEMENTATION OF COUNCIL RESOLUTIONS: MUNICIPAL MANAGER

Report of the Municipal Manager: Mrs A. Vorster

Department

Office of the Municipal Manager

Division

Administrative Support

File number

3/3/2/1

PURPOSE OF THE REPORT

In terms of the Service Delivery and Budget Implementation Plan as well as to measure the performance with regard to the implementation of Council Resolutions, a quarterly report is submitted. The resolutions are summarized in a schedule with the comments and actions taken.

The schedules for January to March 2026 **are attached as Annexure A.16.**

DISCUSSION

As under purpose of the report.

LEGAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Acting Director: Corporate and Community Services

None

Director: Community Services

None

Director: Financial Services

None

Acting Director: Infrastructure Services

None

Municipal Manager

None

RECOMMENDED

1. that Council takes cognisance of the report on the implementation of Council Resolutions for the period January to March 2026.

9.1.14

Item number A90. 30.04.2026

QUARTERLY WARD COMMITTEE REPORT

Prepared the report

J. du T Loubser

Department

Office of the Speaker

File number

PURPOSE OF REPORT

To provide a quarterly report to council surrounding ward committee activities for the period 1 January 2026 to 31 March 2026.

FACTS AND BACKGROUND

DISCUSSION

Section 72 of the Local Government: Municipal Structures Act of 1998 provides that local municipalities of certain types may have ward committees. The objective of a ward committee is to enhance participatory democracy in local government and acts as a communication channel between the community and council. Swellendam Municipality has 6 established ward committees. Meetings were held as follows:

WARD COMMITTEE MEETINGS:

Ward 1 – 25 March 2026 **(Cancelled- No quorum)**

Ward 2 – 10 February 2026

Ward 3 – 11 March 2026

Ward 4 – 4 March 2026

Ward 5 – 12 February 2026

Ward 6 – 4 February 2026

COUNCILLOR FEEDBACK MEETINGS:

Ward 1 – No feedback meeting scheduled

Ward 2 – 26 March 2026

Ward 3 – 30 March 2026

Ward 4 – No feedback meeting scheduled

Ward 5 – No report back meeting scheduled

Ward 6 – 5 March 2026

CURRENT VACANCIES IN EACH WARD:

Ward 1 – 4 Vacancies

Active Members:

1. Lestine Abrahams
2. Linique Strydom
3. Jannie Oosthuizen
4. Gerhardus Swanepoel
5. Ross Soller
6. Debra-Leigh Mohle

Ward 2 – 2 Vacancies

Active Members:

1. Renaldo Claassen
2. Conroy Williams
3. Joggom Tallies
4. George Pokwas
5. Felix Benn
6. Jody Ann Marais
7. Johan Majola
8. Kaile Jonas

Ward 3 – 5 Vacancies

Active Members:

1. Alan Thompson
2. Naomi van der Kolff
3. Ruwayne October
4. Karina Sauls
5. Ferdio Kestoor

Ward 4 – 2 Vacancies

Active members:

1. Luchresia Pietersen
2. Mio Langenhoven
3. Lanville Cupido
4. Riaan Jonas
5. Hilton R.I. Hartnick
6. Nandipha Lungiso
7. Andy Deon Harmse
8. Isaac Wentzel

Ward 5 – 1 vacancy

Active members (has not missed 3 or more consecutive meetings) :

1. Francina Maneval
2. Monwabisi Mtyanga
3. Enrico Adams
4. Felicia Joseph
5. Jeffrey Matthysen
6. Erna Mpiyakhe
7. Odwa Mnisi
8. Mandisa Mbijani
9. Nomayo Nthombe

Ward 6 – No vacancies

Active members:

1. Edgar Gertse
2. Leslie Swarts
3. Bertie Pekeur
4. Johannes Michaels
5. Linda de Vie
6. David Baatjies
7. Ricardo Gertse
8. Marco Mintoer
9. Albert Snyman
10. Terrance November

Ward committee meetings held during the past quarter were insufficient and did not comply with the requirements of the Swellendam Municipality Ward Establishment Policy, 2020.

It is brought to Council's attention that, in terms of applicable local government legislation and governance frameworks, municipal ward councillors are obligated to convene Ward Committee meetings and conduct community feedback sessions on a quarterly basis. These engagements are critical to ensuring participatory democracy, transparent communication, and accountability between Council and the communities it serves.

Failure to adhere to these prescribed requirements constitutes a breach of statutory duties and may be regarded as an infraction of the Code of Conduct for Councillors. Such non-compliance undermines effective governance, limits public participation, and may expose the municipality and individual councillors to disciplinary processes.

Council is therefore urged to note the legislative obligations, reinforce monitoring mechanisms, and ensure that all ward councillors comply fully with the requirement to hold and report on quarterly Ward Committee and feedback meetings.

In addition to ensuring that all mandated Ward Committee Meetings and Ward Councillor Feedback Meetings are convened in the next quarter, the Speaker's Office will focus on the following two objectives:

1. Ensuring Adequate Sectoral and Geographical Representation

The Speaker's Office remains committed to ensuring that Ward Councillors are properly supported by motivated and committed ward committee members across all relevant sectors and geographical areas.

To achieve this, the Speaker's Office will work closely with each Ward Committee to:

- Facilitate the filling of existing vacancies; and
- Address underperformance by providing coaching, guidance, and where necessary, implementing appropriate corrective or disciplinary measures.

2. Ensuring the Correct Structure for Ward Councillor Feedback Sessions

Ward Councillor Feedback Sessions are mandatory quarterly meetings that each Ward Councillor is required to host. In the past, these meetings have often been treated as additional IDP meetings, rather than fulfilling their intended purpose.

The purpose of these sessions is for the Ward Councillor to report back to the community on:
a) Key decisions taken by Council during the previous quarter, particularly those affecting the ward;

b) Progress on service delivery and IDP/Budget implementation; and
c) Matters of concern raised with the councillor, whether during community meetings, Ward Committee Meetings, or through day-to-day engagements.

Concerns regarding public participation are frequently raised at public meetings. The Ward Committee Model plays a central and critical role in strengthening public participation. It is therefore the collective responsibility of the Ward Councillor, Ward Committee Members, the administration, and Council to uphold and advance meaningful public participation.

For this reason, the Speaker aims to ensure that ward committee members remain active within their communities and diligently fulfil their roles and responsibilities.

Ward Councillors are adequately supported in ensuring public participation. The resulting feedback loop ensures higher community participation and contentment.

LEGAL IMPLICATIONS

Local Government: Municipal Structures Act of 1998.

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

As per resolution.

COMMENTS FROM DEPARTMENTS:

Acting Director: Corporate and Community Services

None

Director: Financial Services

As per the report.

Acting Director: Infrastructure Services

None

Municipal Manager

None

RECOMMENDED

that Council takes note of the quarterly ward committee report for 1 January 2026 to 31 March 2026.

9.1.15

Item number A91. 30.04.2026

REQUEST TO ENGAGE IN PRIVATE BUSINESS / ACTIVITIES BY OFFICIALS

Report of the Municipal Manager: Mrs. A. Vorster

Department Office of the Municipal Manager

Section Office of the Municipal Manager

File number SP file

PURPOSE OF REPORT

To obtain permission from Council for an official wanting to do private work to secure an additional income.

FACTS AND BACKGROUND

One official applied in writing to engage in private businesses / activities which will provide her with an additional income, namely:

Name of applicant	Job Title	Department	Nature of private business / activity
Chantal Hendricks	Senior Clerk: Customer Care	Administrative Support Services	Local hair salon offering hair care services such as cutting, coloring, and styling. Operates after hours.

The application is attached as **Annexure A.17**.

The Director / Manager of the various departments agreed that providing this permission will not negatively impact the operations the department.

DISCUSSION

Section 4(2)(c) of the Code of Conduct for employees, as contained in Schedule 2 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended, provides that:

"Except with the prior consent of the council of a municipality a staff member of the municipality may not be engaged in any business, trade, or profession other than the work of the municipality."

According to the applicant, his private businesses/activities will take place on the following basis:

- It will be totally outside the context of the relevant official 'official duties, powers, responsibilities, and sphere of influence in Swellendam Municipality.
- It will not interfere with his official job duties, responsibilities, or activities.
- It will not occur during working hours; only on public holidays, weekends, and after hours.
- It will have no direct business- or other connections with Swellendam Municipality and/or any other state organ.

LEGAL IMPLICATIONS

The Code of Conduct for employees as mentioned above.

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: Corporate Services

None

Director: Community Services

None

Director: Financial Services

None

Director: Infrastructure Services

None

Municipal Manager

None

RECOMMENDED

1. that the application as received from the following employee, be approved by Council subject to it not having an impact on the Municipality's operations and that no municipal equipment or time may be used.

Name of applicant	Job Title	Department	Nature of private business / activity
Chantal Hendricks	Senior Clerk: Customer Care	Administrative Support Services	Local hair salon offering hair care services such as cutting, coloring, and styling. Operates after hours.

9.1.16

Item number A92. 30.04.2026

2025/26 INTERNAL AUDIT REPORTS FOR THE PERIOD 01 JANUARY 2026 – 31 MARCH 2026

Report of the Senior Internal Auditor: Mr. A Petersen

Department	Municipal Manager
Section	Internal Audit
Proposed File number	3/3/3/16

PURPOSE OF THE REPORT

The purpose of the report is to submit the 2025/26 Internal Audit Reports for the period 01 January 2026 – 31 March 2026 to Council for cognisance and comments.

FACTS AND BACKGROUND

None

DISCUSSION

The 2025/26 internal audit reports for the period 01 January 2026 – 31 March 2026 to Council.

Annexures attached as A.18.1 – A.18.9

1. 2025/26 Internal Audit Reports for the period 01 January 2026 – 31 March 2026. The following reports was submitted to the Audit and Performance Audit Committee during the 3rd quarter scheduled meeting:
 - 2025/26 2nd Quarter Performance Management Report
 - Water and Wastewater Treatment Networks Reports (Swellendam, Suurbraak and Buffelsjagsrivier)
 - Fleet and Specialised Management Report
 - Ad Hoc Request: Assessment of Partial Payment to Contractor – Erf 175 Cooper Street 77
 - 2025/26 3rd Quarter Follow-up Report
 - 2025/26 3rd Chief Audit Executive Progress Report
 - 3rd Quarter Audit and Performance Audit Committee Chairperson Report

LEGAL IMPLICATIONS

Section 166 of the Municipal Finance Management Act No. 56 of 2003, requires every Municipality to establish and maintain an Audit Committee, as an independent appraisal function.

In terms of National Treasury's Circular 65 of 2003, the committee must quarterly report to the Council on the performance of their functions and duties and the functions of the Internal Audit Function.

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS**Acting Director: Corporate and Community Services**

None

Director: Financial Services

None

Acting Director: Infrastructure Services

None

Municipal Manager

None

RECOMMENDED

1. that Council take cognisance of the 2025/26 Internal Audit Reports for the period 01 January 2026 – 31 March 2026.

9.2 Consideration of matters which require non-disclosure

See In-Committee Minutes:

9.2.1 Minutes of a In-Committee Council meeting held on Tuesday, 31 March 2026.

9.3 Consideration of urgent matters

10 MINUTES OF COMMITTEES AND AD HOC COMMITTEES

- 10.1** Minutes of a Municipal Public Accounts Committee meeting held on Tuesday, 09 December 2025.
- 10.2** Minutes of a Special Municipal Public Accounts Committee meeting held on Tuesday, 20 January 2026.
- 10.3** Minutes of a Municipal Public Accounts Committee meeting held on Tuesday, 24 March 2026.
- 10.4** Minutes of an Ordinary Mayoral Committee meeting held on Wednesday, 25 March 2026.

11 CONFIRMATION OF MINUTES

The following minutes are distributed as a separate document for confirmation:

- 11.1** Minutes of a Special Council meeting held on Wednesday, 18 March 2026.
- 11.2** Minutes of an Ordinary Council meeting held on Tuesday, 31 March 2026.
- 11.3** Minutes of a Special Council meeting held on Thursday, 09 April 2026.

12. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

13. CONSIDERATION OF MATTERS OF EXIGENCY

14. GENERAL

15. CLOSURE

16. NOTICE TO THE PUBLIC



Swellendam Municipality

Notice is hereby given in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that an **Ordinary Council meeting** of the Municipal Council of Swellendam Municipality is scheduled as follows:

Date: Thursday, 30 April 2026
Time: 10:00.
Location: COUNCIL CHAMBERS, RHENIUS STREET, SWELLENDAM

A. VORSTER
MUNICIPAL MANAGER
Notice number: A8/2026

Swellendam Munisipaliteit

Kennisgewing geskied hiermee in terme van Artikel 19 van die Wet op Plaaslike Regering: Wet op Munisipale Stelsels, 2000 (Wet 32 van 2000) dat 'n **Gewone Raadsvergadering** van die Swellendam Munisipale Raad soos volg geskeduleer is:

Datum: Donderdag, 30 April 2026
Tyd: 10:00.
Plek: RAADSAAL, RHENIUSSTRAAT, SWELLENDAM

A. VORSTER
MUNISIPALE BESTUURDER
Kennisgewing nommer: A8/2026

17. BLANK APPLICATION FOR LEAVE OF ABSENCE FORM

SWELLENDAM MUNICIPALITY



APPLICATION FOR LEAVE OF ABSENCE FROM MEETING

(Note: To be submitted to the Chairperson before the start of the meeting)

Name of Councillor

Herewith I apply for leave of absence from the following meeting(s):

MEETING	DATE
Council Meeting	
Special Council Meeting	
Executive Mayoral Committee Meeting	
Any other Committee/Forum/Workshop (Please specify)	
Reason for absence	

SIGNATURE

DATE